Ashley Down Primary School
Downend Road
Horfield
Bristol
BS7 9PD
Headteacher – Amy Sood
Tel – 0117 377 2637
www.ashleydownschool.org.uk

Brunel Field Primary School
College Road
Bishopston
Bristol
BS7 9FT
Headteacher – Nic Bailey
Tel – 0117 353 2471
www.brunelfield.org.uk

Thursday 18th December 2025

Dear Parents / Carers,

I just wanted to touch base before the end of this term. Please see the following information regarding the SENCo transition period.

I will be leaving at the end of this week and a new permanent SENCO has been recruited and will join Ashley Down in April 2026. In the meantime, there are interim arrangements in place:

Tracey Nairn, an experienced consultant from SENCAT, is supporting the school on a consultancy basis and is our named SENCO.

Our Senior Leadership Team (SLT) will oversee SEND provision and monitor the SENCO email daily.

Class teachers remain your first point of contact for any concerns. They will escalate communication to phase leaders as necessary: Ms Taylor (Phase 1), Miss Robinson (Phase 2), and Ms Christie (Phase 3).

Mrs Sood, Headteacher, will oversee SEND provision and processes across the school, working closely with members of the SLT and the interim SENCO to ensure continuity and high-quality support.

If you are a current or prospective parent/carer and would like to discuss your child's needs, please email: sencoashleydownp@bristol-schools.uk

For urgent messages, please contact the school office by phone and for other SEND information please visit our website: https://ashleydownschool.org.uk/Special-Educational-Needs-SEN/
Thank you for your understanding and support.

New SEN passports and ITP's will be shared at the beginning of term 3 and reviewed at the end of term 4.

Dates:

The school nurse will be in school on the following dates, holding drop in sessions. There is no need to book, please just turn up.

Thursday 27th January 2-3pm

Tuesday 3rd March 9-10

Thursday 30th April 2-3

Tuesday 9th June 9-10

Please see below the Bristol Parent carers December newsletter. There is a lot of information, resources and support sessions available. Do have a look!

December 2025 Newsletter

This leaves me to finish with a huge THANK YOU! I feel very honoured and privileged to have worked alongside you and your brilliant children over the last few years. Thank you for your support, the kind words, generous gifts and thoughtfulness shown to me. It is hugely appreciated, and I will hold Ashley Down in my thoughts as I move on to my next chapter. I wish you all a peaceful and happy time together over the holidays and wish you all a happy 2026.

With best wishes and thanks,
Rachael Bishop.